

FOCUS ON MANAGEMENT INFORMATION

A NEWSLETTER FOR USERS OF THE
MANAGEMENT INFORMATION RETRIEVAL SYSTEM

MIRS Workshop 2000

The MIRS Workshop 2000 was well attended and enjoyed by all. Sixty-six users representing forty-nine departments were present to learn about the latest MIRS enhancements.

A package containing workshop materials was mailed to those that did not attend. Highlights of the workshop are described below.

THLAS File

Participants at the workshop were introduced to the new THLAS file with a review of the bulletin, update schedule, new Master File Description, and new leave accounting Common Library reports.

Downloading

Participants were also provided instruction on the new downloading process. Several reports were downloaded and customized options were illustrated in Microsoft Excel and Word. Everyone was reminded of the need to keep sensitive data confidential.

Conversion of Personal Holiday

Have you wanted to project your departments' liability for cashing out Personal Holiday? Users were shown how to convert those PH units into hours for cash out projection reports.

MIRS Enhancements


Groups were asked to help us prioritize future enhancements to MIRS. The number one item was increasing the amount of historical data on the payment and leave accounting files. Next was adding PAYSUF_NAME to the CSPMTS file, followed by retaining temporary separations (S57s & S50s) and deleting S71s from the CSEMPLE file.

Staff are already working on a task to determine the feasibility of adding additional payment data to the payment history file. Remaining enhancements are currently in review.

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Customer Satisfaction Survey



In October 2000, the State Controller's Office distributed a customer satisfaction survey to determine whether we are meeting the needs of our customers, to get ideas for continued improvement, and to track progress since our previous surveys (October 1996 & 1998). This year we mailed 166 surveys to customers representing 79 departments.

We had a 66% response rate this year. Many of our users responded to our survey with improvement ideas. The top improvement ideas dealt with adding more data fields, increasing pay-

ment history, providing helpful hints or "how to" examples via the MIRS Web pages, including intermediate and advanced instructional materials (via web page), developing more Common Library reports, and adding position inventory information.

Staff are reviewing these ideas in conjunction with suggestions received during the workshop for possible implementation in the near future. We will keep you posted on the progress of these projects.

MIRS Resource Material Going Paperless

With this Newsletter, MIRS is implementing a new way of transmitting written documents...on the Web! In a continuing effort to enhance communication with our customers and streamline the process of providing updated material, all MIRS written material will now be accessed from the MIRS Web pages (www.sco.ca.gov/ppsd/mirs/mirs.htm).

That's right, revisions to the Data Element Dictionary, Master File Descriptions, and Common Library as well as MIRS Newsletters and Bulletins will no longer be reproduced and mailed to you.

Oh, and if you have a need for a hard copy, you can print the materials at your worksite. The MIRS Web pages now include the Common Library Flowchart and updated Contact Sheet.

AN IMPORTANT REMINDER!!!

You will not receive a hard copy of the 2001 Update Schedule. You will need to go to the MIRS Web pages and print a copy for yourself.



Find Your Focexecs Quickly and Easily!!

Are you constantly refreshing your library (PF9) and then having to scroll through screen after screen in your library? The only time you need to refresh is when you create a new report and need to execute it.

A **LOCATE** feature for the Library screens was introduced in June 1999. Using the PF4 key, then 1, a string of characters can be entered and MIRS will take you directly to the first procedure in your library containing those characters. If the procedure

selected is not the one you want, simply use the PF5 key (Repeat) and MIRS will find the next procedure containing the string of characters entered. Continue using the PF5 key until you reach the correct procedure. This function works in both the Personal and the Departmental Library.

Remember, every time you hit the PF9 (Refresh), you will incur additional charge to your CPU. Keep this tip in mind to keep your charges down.

Spotlight FOCUS Report

WHERE TOTAL Phrase

Have you ever wanted to select records based on the aggregate value of a field (i.e., employees who used over 40 hours of sick leave last month)? Well, you can with the very helpful **WHERE TOTAL** phrase.

The "rules" of **WHERE TOTAL** are:

- Must be used with verbs WRITE/SUM and COUNT.
- Can be used with prefix operators (CNT.SSN).
- WHERE TOTAL tests are performed at the lowest sort level.
- Must be used in a WHERE phrase by itself.
- Cannot be used with a MATCH command.

SYNTAX for SUM/WRITE:

WHERE TOTAL fieldname operator value

SYNTAX for COUNT:

WHERE TOTAL COUNT operator value

The following report is an example of using the WHERE TOTAL phrase with the verb SUM to select employees who used 40 or more hours of sick leave in October.

Report Commands:

```
TABLE FILE THLAS
HEADING CENTER
"EMPLOYEES WHO USED 40 OR MORE"
"HOURS OF SICK LEAVE IN OCTOBER 2000"
"DATA AS OF:  &&THDATADT </1"
SUM THTRANSAMT AS 'SL HRS, USED*'
BY THAGY AS 'AGY'
BY THUNIT AS 'UNIT'
BY FULL_NAME AS 'NAME'
WHERE ((THBENID IS 'SL')
      AND (THTRANSCD IS '01' OR '02' OR '03'))
      AND (THLVPD IS '200010')
WHERE TOTAL THTRANSAMT GE 40
FOOTING
"INCLUDES SICK LEAVE HOURS USED FOR"
"SELF, FAMILY, DEATH"
END
```

Report Output:

EMPLOYEES WHO USED 40 OR MORE
HOURS OF SICK LEAVE IN OCTOBER 2000
DATA AS OF: 12/01/2000

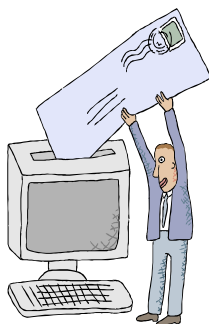
AGY	UNIT	NAME	SL HRS USED*
---	----	----	-----
100	011	RITTER, JOHN A	80.000
	012	BELLAMY, PAMALA D	72.000
	013	CARLSON, WILLIAM S	110.000
	014	GARFIELD, PAMELA A	168.000
	021	MULLIN, CAROLYN A	40.000
	024	JESPER, EVA M	64.000
	052	BUCHANAN, STEPHEN M	64.000
	054	HORTON, SHEILA R	77.000
	062	BRADLEY, MARCIA A	40.000
	064	RITTER, LAUREL A	49.000
	072	LEON, CRAIG R	48.000
		WALKER, DOUGLAS J	40.000
	240	MALONEY, ROBERTA J	42.000
	360	FISHER, NANCY C	168.000
	500	NELSON, CRAIG S	160.000
	544	BRADLEY, DENISE L	45.000
	548	MALONEY, JANET E	95.000
		STEVENSON, SHARON M	70.500
	559	WILSON, WESLEY M	64.000
	561	BLAKE, RONALD T	40.000
		DURHAM, JOHN G	53.500

INCLUDES SICK LEAVE HOURS USED FOR
SELF, FAMILY, DEATH

What Makes a Good Report Writer?

To use MIRS effectively, a Report Writer must:

- Have enough flexibility in their workload to accommodate regular MIRS usage to maintain their level of expertise (minimum of 8 hours a week to begin).
- Know the guidelines and information contained in the State Controller's Office Personnel Action Manual, Payroll Procedures Manual, Civil Service Payscales and the California Leave Accounting System, if department is participating.
- Know the information needs of department management.
- Have knowledge of data processing or an expressed interest to work with computers.
- Learn the fundamentals of the FOCUS programming language.
- Learn basic report writing techniques.
- Have the ability to learn complex report writing techniques with increased use of MIRS.



E-Mail us with your MIRS questions at:
MIRS@sco.ca.gov

A Fond Farewell!!

It's not easy saying good-bye, but there comes a time we all must do it. It's been a challenging, exciting and fun-filled year-and-a-half at the State Controller's Office. It's difficult to leave when you've been as fortunate as I have to have worked with such dedicated analysts, managers and customers with whom I've had the opportunity to create friendships. I'll leave knowing I'll always have a family at SCO. My new ventures are taking me close to my home in Napa. I'll be transferring to the Department of Fish & Game in Yountville at the first of the year.

It's been a pleasure working with all of you. Keep up the great work!

Javi

Season's Greetings

Nancy

Debbie

Vicki

Joan

Javi

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